

Print Receipts

Print receipts function allow you to print physical receipts on shipments. The receipts are designed to accompany the delivery to obtain a customer signature confirming delivery and keeping a record of chain-of-custody.

Printing Receipts

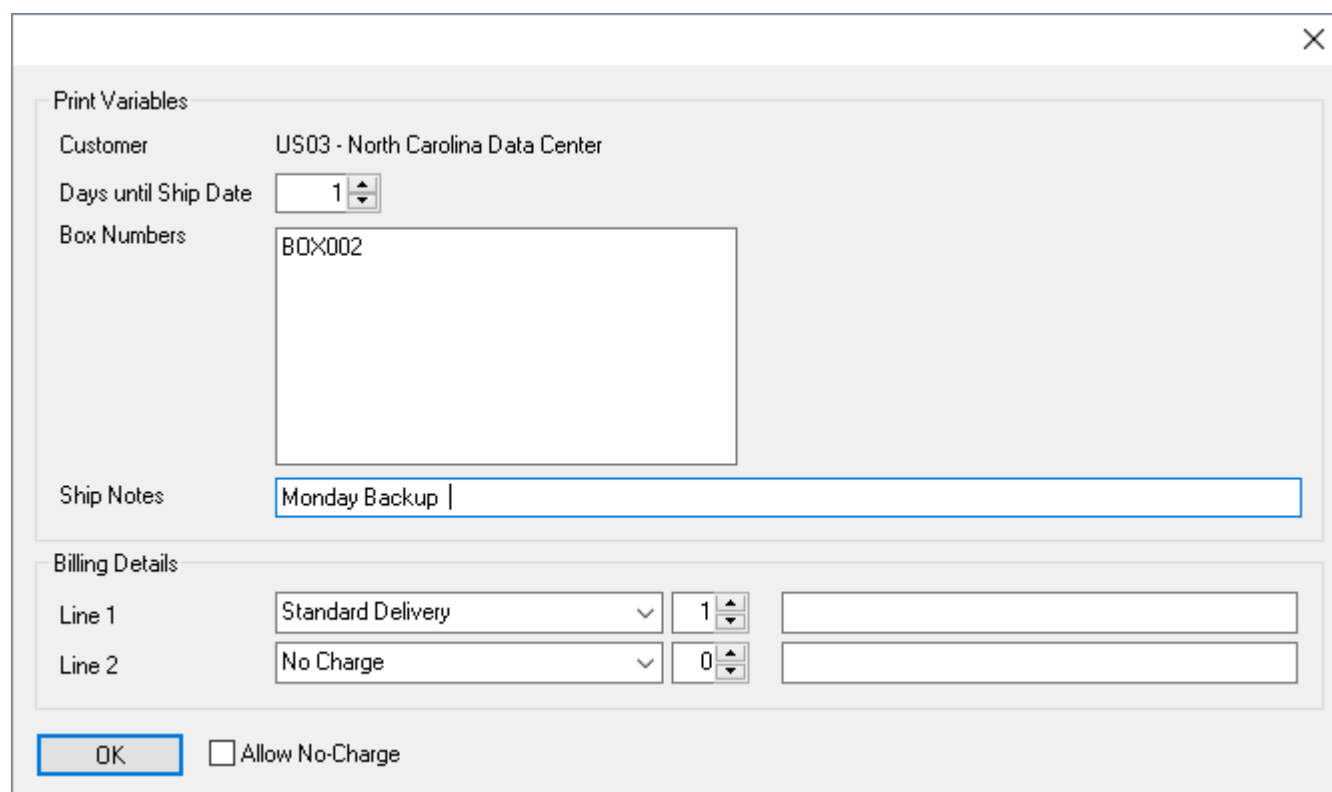
Selecting Process→Print Receipts from the main menu to initiate the printing process.

Choose your preferred printer to send the receipts to.

Printing Variables

Set the values in the **Print Variables** window:

- Days until delivery
- Box numbers
- Notes
- Billing



The screenshot shows a 'Print Variables' dialog box with a close button (X) in the top right corner. The dialog is divided into several sections:

- Print Variables** (Section Header)
- Customer**: US03 - North Carolina Data Center
- Days until Ship Date**: A spinner box set to 1.
- Box Numbers**: A text area containing 'BOX002'.
- Ship Notes**: A text box containing 'Monday Backup |'.
- Billing Details** (Section Header)
- Line 1**: A dropdown menu set to 'Standard Delivery', a spinner box set to 1, and an empty text box.
- Line 2**: A dropdown menu set to 'No Charge', a spinner box set to 0, and an empty text box.
- Buttons**: An 'OK' button and a checkbox labeled 'Allow No-Charge'.

If there is no charge for delivery, check the No charge checkbox.

Click OK to continue.

Example Receipt

 GAZILLABYTE BECAUSE TODAY'S INFORMATION IS TOMORROW'S KNOWLEDGE.		TapeTrack CheckPoint Ship Receipt www.tapetrack.com									
Customer ID:	US03	Prepared by:									
Customer:	North Carolina Data Center	Server:	GazillaByte LLC - Production								
Address:		Ship Date:	Friday, December 15, 2017								
Notes:		Preparation Time:	Thursday, December 14, 2017 (11:08:42 AM)								
Boxes:											
Media: LTO - LTO Cartridge											
Moving to: OFFS (Offsite Vault) from LIBR (Library)											
1	2	3	4								
000000	000026L5	000027L5	000028L5								
000029L5											
Total Volumes processed=4, OK=4, NotOK=0											
Total Volumes processed for Customer=4, OK=4, NotOK=0											
<table border="1"><thead><tr><th>Name</th><th>Signature</th><th>Date</th><th>Time</th></tr></thead><tbody><tr><td colspan="4" style="height: 100px;"></td></tr></tbody></table>				Name	Signature	Date	Time				
Name	Signature	Date	Time								

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